

## Student Recital Scheduling Policy Fall 2019

**Step 1: Undergraduate Students** – Select three (3) prioritized dates for your recital and three (3) dates for your dress rehearsal. This selection needs to be made with your private teacher. Indicate these dates on page 3 and obtain the necessary signatures on page 4.

**Graduate Students** – Select three (3) prioritized dates for your recital and three (3) dates for your dress rehearsal. This selection needs to be made with your supervisory committee and private teacher. Indicate these dates on page 3 and obtain the necessary signatures on page 4.

- *Masters Students* – Previews must be two-weeks prior to recital. Most previews should be scheduled in your Private Teacher’s Studio. Piano Performance Majors may schedule their preview in Dumke Recital Hall.

**Step 2:** Bring this completed form to the Facilities Coordinator in DGH 204 to schedule your August 2019 - December 2019 recital. If we are not able to accommodate any of your three dates you will need to go back to Step 1 and begin the process again. We cannot hold dates for recitals or for rehearsals.

In order to receive first priority please bring your completed form on the days below starting at 9:30 AM. Please be aware that the Facilities Coordinator will not be available to schedule recitals during her lunch break from 2 PM – 3 PM.

- *Graduate Students only:* Monday, August 26, 2019 & Tuesday, August 27, 2019.
- *Senior Recitals and Graduate Students only:* Wednesday, August 28, 2019 & Thursday, August 29, 2019.
- *Junior Recitals/Non-Degree Recitals, Graduate Students and Senior Recitals only:* Friday, August 30, 2019.
- **Recitals can be scheduled after these dates but please be aware that available recital times will be limited.**

**Step 3:** **Recital Fee Schedule**

**Music Student Recitals:** Degree recitals (senior recitals, masters recitals, and doctoral recitals) cost \$150, which is charged as a special course fee (with your tuition bill) when you register for the 1-credit recital course. All other 60-minute recitals requiring a printed program, such as junior recitals, cost \$150, payable at the Music Office. In addition, a refundable \$25 deposit is required for all recitals, payable at the Music Office. There is no fee for student recitals of 30 minutes or less, if they are scheduled by faculty members as part of a masterclass. Printed programs are not provided for these recitals, except for Music Education group recitals.

- If the recital is canceled or the date is changed after receipt of payment for any reason, the entire \$25 deposit is forfeited. See Recital Rescheduling on page 2.
- Upon successful completion of the degree recital, students will be refunded the \$25 deposit (see above) provided the facilities used are clean and undamaged, program information was received 2 weeks prior to recital date and the recital access card is returned. Refunds will be mailed to you about 3 weeks after your recital.
- Students are entitled to use the Ida Smith Clark Green Room for degree recitals without charge. However, if the Green Room is not left in spotless condition afterward, the \$25

refund will be forfeited as a cleaning charge. Food is not allowed in the Clark Green Room. Water is the only drink allowed.

**Step 4:** Please make checks or money order payable to: *University of Utah School of Music*.

**Step 5:** Students must pick up their recital program and recital access card prior to their recital during School of Music Office hours (Monday – Friday, 8:00 AM – 5:00 PM).

### **Digital Recording:**

In order to download a digital recording of your recital, please see the instructions at the McKay Music Library circulation desk.

### **Recital Rescheduling Policy**

To reschedule your recital for a different date or to schedule a recital during a different semester than the semester you registered for your recital there will be a \$150 non-refundable rescheduling fee. Exceptions will only be approved with a valid note from a physician. Please be advised that rescheduling a final graduate recital to a different semester requires enrollment in at least one (1) graduate credit hour, since Graduate School Policy requires graduate students to be enrolled in at least one (1) credit hour during the semester in which they complete their degree. All International Students must be registered full-time and fulfill the enrollment requirements set by the International Student Office.

### **Recital Program Policy**

Students are not permitted to design and print their own recital programs. Performing rights organizations (ASCAP, BMI) require all School of Music programs to be submitted in standardized format. Program information for all concerts and recitals sponsored by the School of Music must be submitted to the Programs Coordinator at [programs@music.utah.edu](mailto:programs@music.utah.edu) at least two (2) weeks prior to the recital date. If you do not submit your program two weeks in advance you will forfeit your \$25 refund. Please refer to Procedures for Printed Programs at <http://music.utah.edu/students/forms-applications.php>.

### **Piano Policy**

Please review the Piano Policy located at <http://music.utah.edu/students/forms-applications.php>. All recitals, except for piano performance majors are to use the Hamburg or the old New York piano. The new New York piano is to be used **only by piano performance majors** for their recitals.

### **Harpsichord Policy**

The harpsichords can only be used in David P. Gardner Hall. We cannot move them to another location for recitals, i.e. Vocal Arts Center, Fine Arts West Recital Hall, etc. If your recital requires a harpsichord it must be scheduled in Gardner Hall, no exceptions. The single-manual harpsichord is the only harpsichord to be used in Dumke Recital Hall. The Facilities Coordinator must know a month in advance if you require a harpsichord. This gives enough time to make arrangements to move the harpsichord and have it tuned.

# School of Music ❖ Student Recital Scheduling Request ❖ Fall 2019

**Recital and Dress Rehearsal dates become finalized only after the deposit has been paid.**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Cell# \_\_\_\_\_ Who is your private instructor? \_\_\_\_\_

Instrument/Voice Type \_\_\_\_\_ Major \_\_\_\_\_

Recital	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice
Date			
Time* <small>(See below for allowed start times)</small>			
Location			
Preview (Masters Students Only)	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice
Date			
Time			
Location			
Dress Rehearsal	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice
Date			
Time			
Location			

\*Standard recital start times are as follows:

Monday-Friday – 4 PM, 6 PM & 8 PM (warm-up is allowed half-hour prior to recital time)

Saturday-Sunday – 10 AM, 12 PM, 2 PM, 4 PM, 6 PM, 8 PM (warm-up is allowed half-hour prior to recital time)

# of Music Stands \_\_\_\_\_ # of Chairs \_\_\_\_\_ Piano \_\_\_\_\_ Harpsichord \_\_\_\_\_  
(The harpsichord is only available for recitals in David P. Gardner Hall.)

Will Refreshments Be Served? YES  NO

(Receptions can be held in the foyer outside of the Dumke Recital Hall but is limited to 30 minutes after recital)

Special Needs/Notes \_\_\_\_\_

**Undergraduate and Graduate Students:**

*By signing my name below, I acknowledge that I have read and understand the Student Recital Scheduling Policy and other policies regarding student recitals located in the undergraduate handbook and graduate handbook available at <http://www.music.utah.edu>.*

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Type of Recital:

## Undergraduate Students

\_\_\_\_\_ MUSC 4920 – Senior Recital

\_\_\_\_\_ Non-Credit Bearing Recital (i.e. Junior, 1-hour Music Education, etc.) Indicated Type of Recital \_\_\_\_\_

*Please only sign once the form is completely filled out by the student.*

Private Instructor Approval: \_\_\_\_\_ Date \_\_\_\_\_

Major Area Coordinator Approval: \_\_\_\_\_ Date \_\_\_\_\_

Academic Coordinator Approval (Sarah Reichel): \_\_\_\_\_ Date \_\_\_\_\_

Semester/Year Registered for Recital (See Rescheduling Policy) \_\_\_\_\_

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## Graduate Students

Masters:

\_\_\_\_\_ MUSC 6920 – Master’s Performance I (Recital I)  
\_\_\_\_\_ MUSC 6930 – Master’s Performance II (Recital II)  
\_\_\_\_\_ MUSC 6940 – Master’s Performance II (Recital III)  
\_\_\_\_\_ MUSC 6950 – Conducting Performance Recital I  
\_\_\_\_\_ MUSC 6960 – Conducting Performance Recital II

DMA:

\_\_\_\_\_ MUSC 7920 – DMA Performance I  
\_\_\_\_\_ MUSC 7930 – DMA Performance II  
\_\_\_\_\_ MUSC 7940 – DMA Performance III  
\_\_\_\_\_ MUSC 7950 – DMA Lecture Recital  
\_\_\_\_\_ MUSC 7960 – DMA Related Field Recital

*Please only sign once the form is completely filled out by the student.*

Private Instructor Approval: \_\_\_\_\_ Date \_\_\_\_\_

Supervisory Chair Approval: \_\_\_\_\_ Date \_\_\_\_\_

Major Area Coordinator Approval: \_\_\_\_\_ Date \_\_\_\_\_

Academic Coordinator Approval (Sarah Reichel): \_\_\_\_\_ Date \_\_\_\_\_

Semester/Year Registered for Recital (See Rescheduling Policy) \_\_\_\_\_

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## OFFICE USE ONLY

Finalized Recital Date and Time \_\_\_\_\_

Finalized Dress Rehearsal and Time \_\_\_\_\_

Finalized Preview and Time \_\_\_\_\_

Is this a recital being rescheduled from a previous finalized recital date or a previous semester? YES  NO

Amount Paid \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Form of Payment/Check # \_\_\_\_\_ Received By \_\_\_\_\_

Date Recital Entered into Trumba Calendar \_\_\_\_\_

Date Recital Entered into the Programs Needed Spreadsheet \_\_\_\_\_

Date Recital Entered into Recital Tracking \_\_\_\_\_

Date Recital Refund Requested \_\_\_\_\_